LaGov HCM
Benefits Module Overview 2018

Welcome

Overview of Procedures

Tips and Tricks
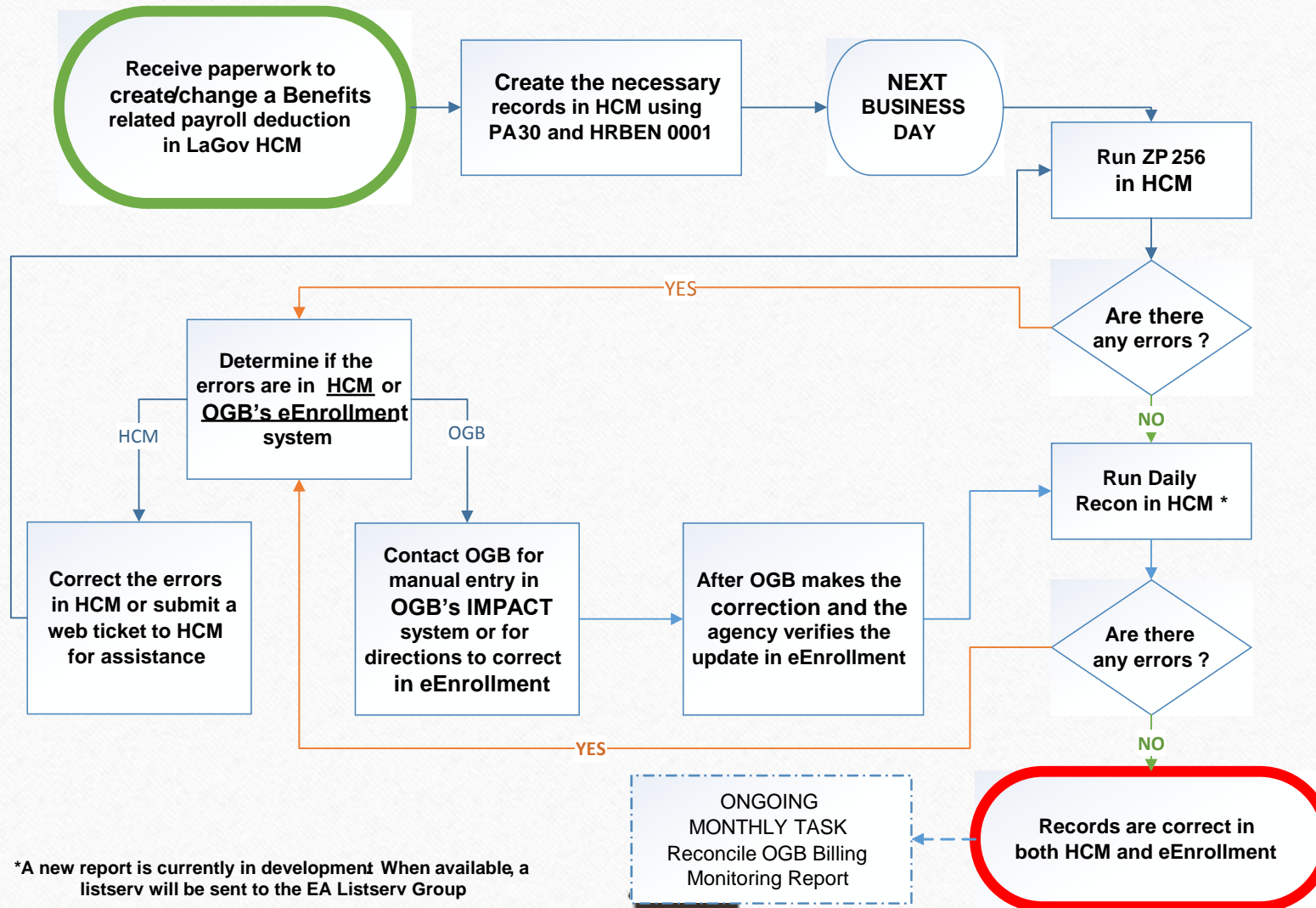
Flow Charts

Broad Overview

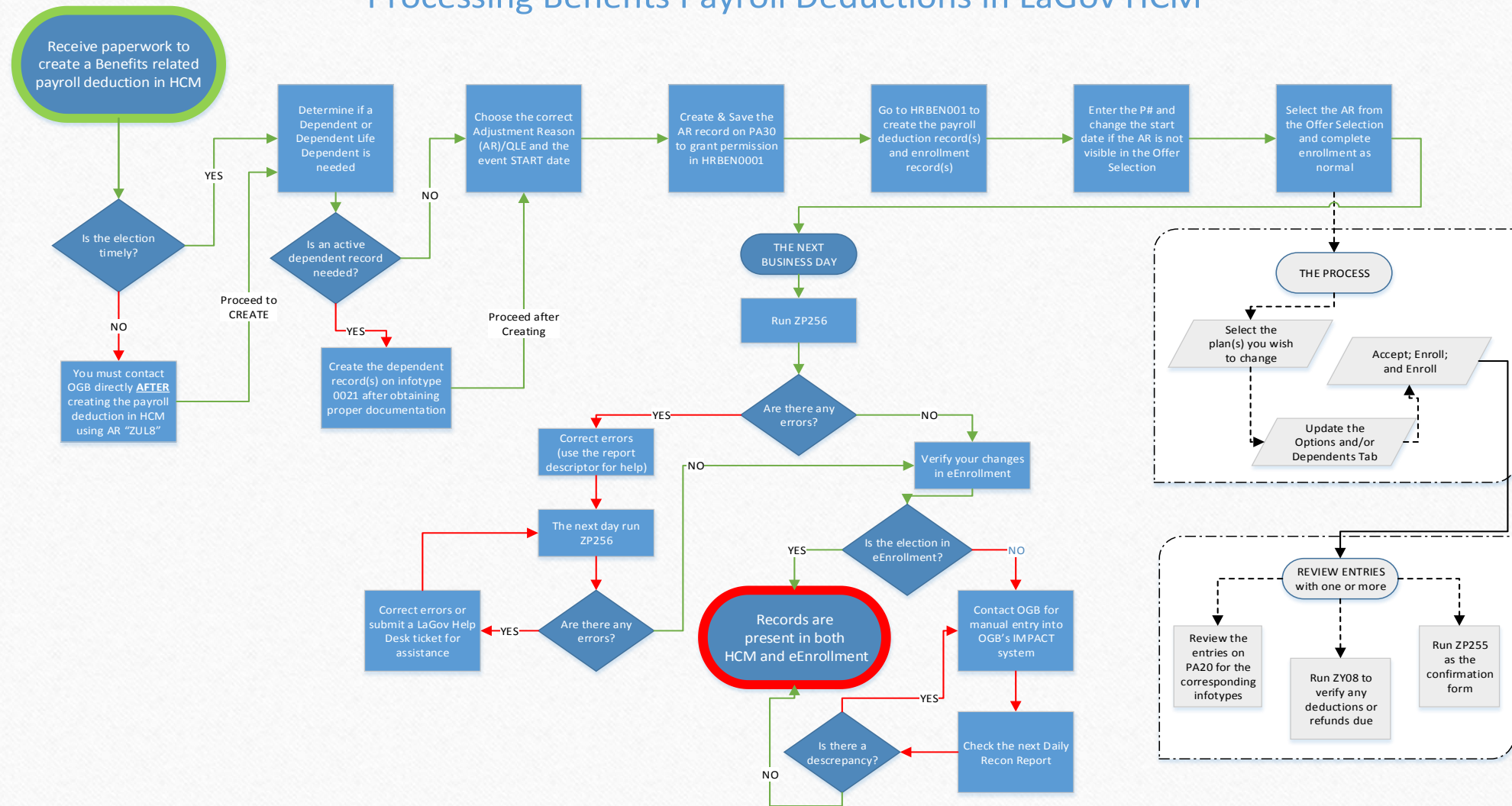Detailed Steps

Processing Benefits Payroll Deductions in LaGov HCM

Receive paperwork to create/change a Benefits related payroll deduction in LaGov HCM → **Create the necessary records in HCM using PA30 and HRBEN 0001** → **NEXT BUSINESS DAY** → **Run ZP 256 in HCM** → **Are there any errors?**

YES → **Determine if the errors are in HCM or OGB's eEnrollment system**

- HCM → **Correct the errors in HCM or submit a web ticket to HCM for assistance**
- OGB → **Contact OGB for manual entry in OGB's IMPACT system or for directions to correct in eEnrollment** → **After OGB makes the correction and the agency verifies the update in eEnrollment** → **Run Daily Recon in HCM *** → **Are there any errors?**

NO → **Run Daily Recon in HCM ***

YES → **Determine if the errors are in HCM or OGB's eEnrollment system**

NO → **Records are correct in both HCM and eEnrollment** → **ONGOING MONTHLY TASK Reconcile OGB Billing Monitoring Report**

*A new report is currently in development. When available, a listserv will be sent to the EA Listserv Group

Processing Benefits Payroll Deductions in LaGov HCM

IT0021 Dependents

Creating new dependents

IT0021 Dependents

- Verify on IT0021 the dependent does not already exist.
  - If they have a record copy it with a new start date and update information if needed.
  - Create a new record if the dependent does not exist.
    - *Note: You cannot create a new dependent with the same SSN as another dependent.*
- Verify the type of dependent before you save.
  - Incorrect dependent type will cause numbering issues.
  - If the dependent is saved as an incorrect type you should not change the type. Delimit that record then create a new record with the correct type.

IT0021 Dependents

Numbering of records

This indicates that there are two stepchild records.

Qualified Life Events

(QLEs / Adjustment Reasons)

QLE / AR Facts

Commonly misused QLEs / ARs

QLE AR start dates

How QLE start dates affect premiums

QLE / AR end dates

QLE / AR Facts

- A QLE / AR is required for each enrollment change.
- The AR is what allows access to HRBEN0001.
- The QLE / AR that was selected is attached to the record.
- If timely, this QLE / AR allows the record to interface to OGB via the 834 file.
  - Not all Adjustment Reasons will interface to OGB
    - *ZUL8 will not interface, you must contact OGB to have this change entered.*
    - *ZDEP will not interface, this allows you to correct coverage level or remove child dependents from coverage.*
- AR start dates are entered by the agency based on the QLE.
- AR end dates are system generated and must not be changed by the agency.

Commonly misused QLEs / AR

- **ZUL8**- Should be used to make corrections or enter a record past the QLE allowed date range.

  - *Allows Human Resources the ability to create late payroll deduction records in HCM.*

  - *Records created with ZUL8 will never interface to OGB and require manual update by OGB or the agency **if** directed to do so by OGB.*

  - *ZUL8 can be used at any time without approval from the LaGov HCM Help Desk.*

- **Transfer**- Should be used for employees that are transferring OGB coverage, even if this is a new hire or rehire in the payroll system.

Commonly misused QLEs / AR

- **Initial Health Enrollment-** Should only be used for hires that do not currently have an OGB or LSU plan.
  - *Do not use for employees who transfer from one OGB agency to another (confirm with OGB)*
  - *There must be a valid Hire or Rehire action to use ZI-1 as the adjustment reason.*
- **ZSAE**- Should be used to add miscellaneous flex product deductions that start in the first pay period of the year but are being entered after that pay period.
  - *These are elections that occurred during Annual Enrollment.*

Commonly misused QLEs / AR

- **ZDEP** – Create for the child dependent's birth month, date, and year of 26th birthday.

- If you are unsure which OGB QLE to use, contact OGB for interpretation or selection.

  - There are OGB QLEs for Health and Life Insurance. Life Insurance changes are often very different from Health Insurance changes.

  - Refer to the OGB website for the latest rules. http://info.groupbenefits.org/qle/

QLE / AR Start Dates

- Your AR start date should be date of the event.
  - *Examples: date of birth, date of marriage, or divorce date.*
  - *Annual Enrollment is only from 10/01 to 11/22*
- ZUL8 must be dated for the 1st of the month the plan changed or was added.
  - *ZUL8 never interfaces to OGB. You must contact OGB to have this change entered in eEnrollment.*
- If you are unsure which date to use, a chart of examples is available in the Online Help Scripts by searching for IT0378 or QLE.

How QLE start dates affect premiums

- On the infotype the administrative tab shows the adjustment reason and QLE date.

  - This information tells OGB the plan change date.

  - Example: Birth is 04/14/2018; benefit record starts 04/01/2018.

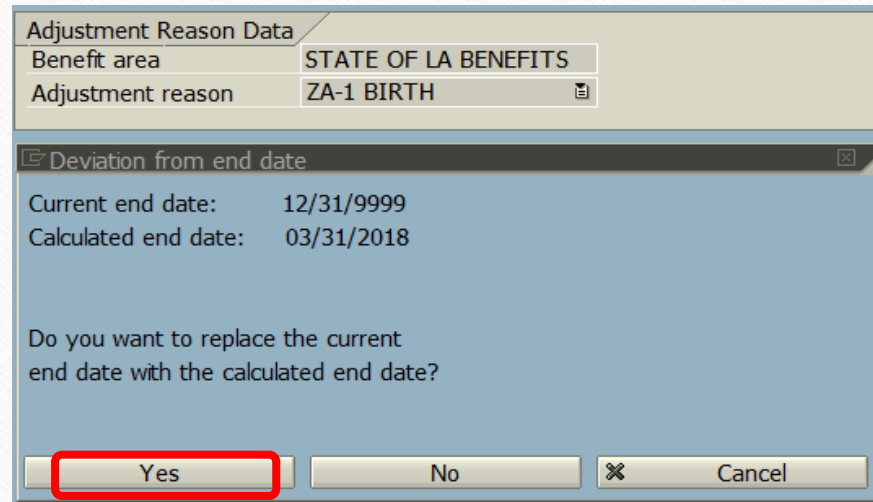- The start date of the infotype that reflects the change is determined by when the premiums change.

How QLE start dates affect premiums

- If the event date is the 1st - 14th of the month the change will be made for the first of that month since the premiums will change that month.

- If the event date is the 15th - 31st of the month the change will be made for the first of the next month since the premiums will change then.

- REMEMBER: Benefit related payroll deductions ALWAYS start on the first of a month.

  - *The Participation Date determines when the coverage at OGB begins for most enrollment records.*

QLE End Dates

- Never change the system generated end date on a QLE
  - If changed it will cause an error or the coverage will not start when it should

Life Plans

Basic Life - Active Employees

Supplemental Life - Active Employees

Dependent Life

Life insurance for Rehired Retirees

Basic Life- Active Employees

- Insurance option BASC should be used.

Supplemental Life- Active Employees

- Only the SUPL insurance option should be used for active employees.

    This does not include rehired retirees with supplemental life insurance.

- SUPL - Recalculates the rate based on age and salary with each salary change and new plan year.

Review of IT0168

Selection through HRBEN

Supplemental Life- Active Employees

- Note: If you have determined that an incorrect C Value (*Face Life value*) was selected for records prior to 2018, you may have to manually calculate the difference if the record is prior to the soft close date on IT0003.

General plan data		
Benefit area	**LA**	STATE OF LA BENEFIT…
Plan type	**LIFG**	LIFE OGB
Benefit plan	**LIFF**	LIFE (OGB) - FLEX
Insurance Option	**C44**	OGB LIFE 44000

Payroll/Retroactive Accounting	
Earl.pers. RA date	12/22/2014
Run payroll up to	
Do not account after	

Review of IT0168   Review of IT0003

Dependent Life

- You must enter the dependents on IT0021 in PA30 before you can add dependent life coverage in HRBEN0001. (*When delimiting the plan, the IT0021 is delimited last.*)

  - This member type is separate from a spouse or child dependent

    - #25, Dependent Life Spouse

    - #26, Dependent Life Child

    - #27, Dependent Life Stepchild

    - #28, Dependent Life Legal Custody

Dependent Life

- The start date of this IT0021, *Family Member / Dependents,* record may be equal or earlier than the plan start date.

- The Dependent Life option must match your life plan

  - Basic Life with Basic Dependent Life.

  - Basic plus Supplemental Life with SUPL life

  - Both plans have a low or high option

- Prior to October 2015, deductions were recorded on IT0014.

Life Insurance for Rehired Retirees

- The location code of 92 must be entered on the Org Assignment (IT0001) screen before a rehired retiree life plan can be entered in HRBEN0001.
  - This entry also prevents users from creating benefit related records via LEO.

- Basic life- Insurance option RBSC should be used for rehired retirees.
  - Accidental death and dismemberment is excluded from this premium after age 70.

Life Insurance for Rehired Retirees

- Supplemental Life - Rate based on the salary at the time of retirement and do not change.
  - C Values should be used for rehired retiree under 70 years old.
  - R Values should be used for rehired retiree age 70 plus.

Rehired Retirees

Additional Information

Rehired Retirees

- Before enrolling a Rehired Retiree in a health insurance plan, you must first contact OGB to determine which Participation Schedule the employee should be enrolled.

HSA Deductions

General HSA Information

General HSA Information

- There are two HSA Plan options available:
  - ➢ With an account
  - ➢ Without an account – no money is deposited
    - If choosing the option with an account, the record will *interface to OGB.
      - ▪ This record alerts OGB to request the opening of an account.
- Monthly Savings deductions should not be setup until the account is opened.
    - Verify the employee has an open account by viewing the HSA Open Accounts Report on OGB's website (https://www.groupbenefits.org) under **Agencies > Misc. Documents > HSA Open Accounts**

if timely and without errors

General HSA Information

- The adjustment reason of ZHSA is needed to create a HSA **Monthly** Savings deduction.

- These deductions always start on the 1st of a **calendar** month.

- Deductions cannot be entered retroactively.

General HSA Information

- To determine the paycheck that contains the savings deduction, review the OSUP Pay Period Calendar for start time.

Pay Period	From	To	Check Date	Insurance Month	AFS Posting
11	05/07/2018	05/20/2018	05/25/2018		05/23/2018
12	05/21/2018	06/03/2018	06/08/2018	July	06/06/2018
13	06/04/2018	06/17/2018	06/22/2018		06/20/2018

- A deduction for 06/01/2018 will not be deducted until PP12.2018.

General HSA Information

- Employees can change monthly savings deductions if they feel they will not reach the desired annual amount.

- Missed deductions do not go into arrears.

  - If needed, contact the LaGov HCM Help Desk to setup a one-time deduction at the employees request for missed deductions.

  - Manual deductions are not automatically matched.

    - It is the responsibility of the agency to verify that the employee does not go over the $775.^{00}.

    - Refer to ZP64 for tracking using wage types 4990, 4992, and 6990.

    - Use Wage Type Group OGBI.

General HSA Information

ZP64, Employee Wage Type Results

Wage Types 4990 and *4992 are the employee contributions.

Wage Type 6990 is the ER match.

PA	Begin Date	End Date	EE Sts	Payment Date	Cycle	Wage t...	Wage Type	Σ Amount	Ho...
0815	04/11/2016	12/31/9999	3	01/06/2017	R	4990	Health Savings Acct -EE	32.50-	0.00
0815	04/11/2016	12/31/9999	3	01/20/2017	R		Health Savings Acct -EE	32.50-	0.00
0815	04/11/2016	12/31/9999	3	02/03/2017	R		Health Savings Acct -EE	32.50-	0.00
0815	04/11/2016	12/31/9999	3	02/17/2017	R		Health Savings Acct -EE	32.50-	0.00
0815	04/11/2016	12/31/9999	3	03/03/2017	R		Health Savings Acct -EE	32.50-	0.00
0815	04/11/2016	12/31/9999	3	03/17/2017	R		Health Savings Acct -EE	32.50-	0.00
						4990		▪ 195.00-	
0815	04/11/2016	12/31/9999	3	01/06/2017	R	6990	Health Savings Acct -ER	232.50	0.00
0815	04/11/2016	12/31/9999	3	01/20/2017	R		Health Savings Acct -ER	32.50	0.00
0815	04/11/2016	12/31/9999	3	02/03/2017	R		Health Savings Acct -ER	32.50	0.00
0815	04/11/2016	12/31/9999	3	02/17/2017	R		Health Savings Acct -ER	32.50	0.00
0815	04/11/2016	12/31/9999	3	03/03/2017	R		Health Savings Acct -ER	32.50	0.00
0815	04/11/2016	12/31/9999	3	03/17/2017	R		Health Savings Acct -ER	32.50	0.00
						6990		▪ 395.00	

*4992 is a one-time record

General HSA Information

- Posting of Savings deductions in EE Accounts
  - Deductions are typically in the employee's account after the 15th of the following month.
  - Contact your OGB billing representative with any questions about HSA deposits.
- $200 Employer Shares
  - ER shares are not created until a monthly deduction is elected in HRBEN0001 and stored on Infotype 0377.
  - If the employee elects not to have an additional monthly savings deduction, create a zero dollar deduction in HRBEN. This alerts the LaGov HCM Help Desk that the account is active and the initial $200 ER share for the new payroll year is needed.

General HSA Information

- Deductions are elected annually during OGB's Annual Enrollment period.

  - *A monthly deduction for 2018 will not continue in the 2019 Pay Year.*

- Requesting a HSA Refund

  - Obtain OGB Billing approval in writing before submitting a ticket to refund a HSA deduction.

  - A copy of this approval must be provided to the LaGov HCM Help Desk before we can create the refund record.

FSA

General FSA Information

General FSA Information

- Accounts must be enrolled in annually.

- Deductions run from January 1st to December 31$^{st.}$

- Payroll deduction records start on the 1st of a month.

- Missed deductions will not go into arrears.

  - Since deductions are not retroactive the remaining balance is recalculated over the remainder of pay periods for the year and a new amount is deducted biweekly.

  - One-time deductions cannot be created.

Misc. Vendor Deductions

General Information

Flex Deductions

Non-Flex Deductions

General Information

- Miscellaneous Vendor Product records are created for the beginning of a pay period.

- They cannot be created for another day in the pay period or a pay date.

- Some products can be pre-taxed.

- As of late 2015, the records are stored on IT0377. Prior to this, the deductions were created on IT0014 as Recurring Deductions.

General Information

- These wage types became retroactive and master data must be accurate as of late August 2015.

- There are no off-sets / payment plans for Misc. Vendor Products.

- These wage types do not go into arrears and the system will take all premiums or none.

- If the employee is on LWOP and has to pay the vendor outside of the system, the payroll deduction must end in HCM and should begin again once the employee returns to active duty.

Flex Deductions

- Unable to maintain Pre-Tax elections.
  - Approval to update or cancel a pre-tax record should be obtained from OGB Flex Group before a request is made to create this update.
    - Retain the approval for your records, only.
    - Exception: New Hires and Annual Enrollment
  - If this is a new election, the agency should create the new deduction in HRBEN0001 as post-tax using the "Statewide Plan Enrollment" offer selection.
  - Submit an electronic help desk ticket to the LaGov HCM Help Desk to move the deduction to pre-tax/flex.

Flex Deductions

- Annual Enrollment is closed and flex enrollment is needed.

  - Use the adjustment reason ZSAE if the deduction is flex and should have started the first pay period of the current year.

  - The elections should have been made during OGB's Annual Enrollment period.

  - The adjustment reason start date should be today's date.

    - The system will automatically create the record for the first day of the first pay period for that year.

Non-Flex Deductions

- Agencies can enter non-flex amounts to flex premiums. (split premiums)
- Non-flex deductions can be entered or canceled by the agency at any time without approval from the LaGov HCM Help Desk.

One-Time Deductions or Refunds

- Employee owes or paid too much
  - One-Times and Refunds are not created after August 31, 2015.
  - Wage types are now retroactive and master data must be corrected.
  - If the agency is unable to make changes on their own, a help desk ticket with specific dates, wage types, and amounts is needed to correct the master data.
  - The system will automatically recalculate money differences and it will be reflected on the next payroll run.

Transfer Adjustments

How to calculate transfer adjustments

created in the HCM payroll system

How to Calculate Transfer Adjustments

- Transfer Adjustments of Health and Life Premiums are necessary to move money between agencies when an employee moves from one paid agency to another.

- Because of pre-pay and federal funding, transfer adjustment amounts may not match OGB Billing information.

- The following example will help you justify the discrepancy when reconciling your OGB Billing Monitoring Report.

  Note: This automatic function has recently been re-activated to work with the new Benefits Module.

How to Calculate Transfer Adjustments

- For this example, the employee transferred on 8/29/2017 and has Magnolia Local Plus for employee only, Supplemental Life and Dependent Life (High). This employee worked 12 hour days at the Losing and 68 hours at the Gaining agency that pay period.

- Using the OSUP Payroll Period Chart, locate the pay period the employee transfers.

Pay Period	From	To	Check Date	Insurance Month
16	07/17/2017	07/30/2017	08/04/2017	September
17	07/31/2017	08/13/2017	08/18/2017	
18	08/14/2017	08/27/2017	09/01/2017	October
19	08/28/2017	09/10/2017	09/15/2017	

How to calculate transfer adjustments

- Determine the next insurance month the gaining agency will be responsible.

  ➢ The employee transferred 08/29/2017; the next month is <u>September 2017</u>.

- From the table, what pay period did the employee transfer?

  ➢ Pay Period <u>19.2017</u>

  - According to the chart, this pay period pays for the 2nd half of the October premium and we've determined that the gaining agency is responsible for the premiums starting in September.

  - Transfer Adjustments are needed, but how much?

How to calculate transfer adjustments

- What do we know?
  - The first time the gaining agency will start paying normally is in PP19 for part of October.
  - The gaining agency needs to start paying for insurance for September, which was originally paid in PP16.
  - The gaining agency should pay for at least 3 pay periods (PP16-PP18) or 1 month and 1 pay period, but…

How to calculate transfer adjustments

- Why the but…?

  - Review of a calendar or the pay period chart we can determine that the employee transferred on a Tuesday. We need to calculate an additional days premium.

  - This employee worked 12 hours at the losing agency that pay period and 68 hours at the gaining agency. Take the total number of hours worked that pay period and divide it by the premium rate. This will give you the hourly rate. Take the hourly rate and multiply it by 12 to get your total premium amount per hour.

  - In this example the semi-monthly health premium is $84.44 for the EE and $253.39 for the ER.

How to calculate transfer adjustments

- Here's the math:
  - $84.44 divided by 80 = $1.0555 hourly EE rate
    - $1.0555 times 12 =$12.67 EE for one 12 hour day
  - $253.39 divided by 80 = $3.1674 hourly ER rate
    - $3.1674 times 12 = $38.01 ER for one 12 hour day
- The losing agency needs a credit for the following amount, while the gaining agency needs to be charged.
  - $168.88 + $84.44 + $12.67 = $265.99 for the EE share
- The same must be calculated for any life records.

How to calculate transfer adjustments

- Add the monthly, semi-monthly, and daily rate to determine the transfer adjustment grand totals.

	EE Health	ER Health	EE Life	ER Life	Dep Life
Monthly	$168.88	$506.78	$27.00	$27.00	$3.92
Semi-Monthly	$84.44	$253.39	$13.50	$13.50	$1.96
Daily	$12.67	$38.01	$2.03	$2.03	$.29
Total	**$265.99**	**$798.18**	**$42.53**	**$42.53**	**$6.17**

One-Time Payments

New Hires & Transfers from Non-Paid/Non-LaGov Agency

Health and Life Insurance

One-Time Premium Deductions

Health and Life Insurance

- If the employee's hire date is after the insurance month's start date, a one-time premium must be created or the employee's premiums will be short.

  - EX: Employee transferred from a Non-Paid Agency on 04/09/2018. The new IT0167 would start 05/01/2018. The employee is not employed by the agency for the 1st half of May Insurance Month. A one-time of $84.44 is needed to complete May premiums.

8	03/26/2018	04/08/2018	04/13/2018	
9	04/09/2018	04/22/2018	04/27/2018	May
10	04/23/2018	05/06/2018	05/11/2018	June
11	05/07/2018	05/20/2018	05/25/2018	

Note: This automatic function has recently been re-activated to work with the new Benefits Module.

One-Time Premium Deductions

Health and Life Insurance

EX: The employee was hired on 01/29/2018 and his insurance deduction starts 03/01/2018. The hire date is during the 2nd pay period of the March's Insurance Month. A one-time EE and ER payment for PP03.2018 is needed to pay the premium in full.

Pay Period	From	To	Check Date	Insurance Month
1	12/18/2017	12/31/2017	01/05/2018	February
2	01/01/2018	01/14/2018	01/19/2018	
3	01/15/2018	01/28/2018	02/02/2018	March
4	01/29/2018	02/11/2018	02/16/2018	

Benefits Changes

LaGov HCM Help Desk Corrections

Verify changes

9004 Records

LaGov HCM Help Desk Corrections

- If approval is needed, obtain OGB approval before requesting a benefit change by the LaGov HCM Help Desk.

- LaGov HCM Help Desk corrections will not interface to OGB if the QLE/AR was not entered that day, such as a different start date.

  - If still timely, re-execute the enrollment before requesting a date change, or

  - Contact OGB to have the change entered in their enrollment system after the LaGov HCM Help Desk correction if outside the QLE validity dates.

LaGov HCM Help Desk Corrections

- Please include specific instructions/details/corrections in your LaGov HCM Help Desk tickets.
  - Start/end dates, plan types, wage types, amounts, personnel numbers, etc.
  - Keep tickets short and specific. We will request more information if needed.

  EX: Create a misc. vendor deduction for 12/19/2016 – 12/31/9999, for MT17 and 3B22, at $30.51. (*Personnel number should be in the reference field.*)

  This simply directs us to build a continuous pre-tax/flex deduction for Starmount Dental at $30.51 a pay period starting 12/19/2016 for the particular person stated in the reference field.

Verify your changes

- After completing a payroll deduction through HRBEN0001, verify your changes by:

    - Running ZP255 or

    - Using PA20 to review each infotype modified and

    - Running *ZY08 to verify premiums or deductions.

        - Is the deduction amount correct?

            - Is a one-time needed for a missing period?

                - If so, ensure that it is created the following day. *(There should be an automatic creation.)*

            - Correct plan selected?

*Always run a simulation if you have changed a record that affects money.

Verify your changes

- Payroll deductions created in HRBEN0001 should interface to OGB nightly. To verify that there were no interface errors, the following processes can be conducted the following day.

  - ZP256 *can* be run for the day of the change.

  - eEnrollment can be reviewed for updates and comparison between OGB and HCM.

  - Research discrepancies between OGB and HCM reported on the *daily reconciliation report.

    ZP272 currently displays the weekly recon. Coming Soon is a daily version.

9004 Records

- Agencies can change the existing records if the information is incorrect.

- 9004 records <u>cannot be deleted</u> once created; only modified.

- At the end of the calendar year, OSUP will block access to maintenance.

  - Only records directed by OSUP can be maintained during this time.

  - Agencies will need to maintain a pending file for all new records.

  - OSUP will disperse a listserv when maintenance is available.

Reports

ZP256 - OGB Interface Error Report

ZP255 - Plan Participation Report

ZP257 - OGB/OTS Reconciliation Report – COMING SOON!!

ZP269 - Annual Enrollment Self Enrollment

Other Information

ZP256
OGB Interface Error Report

- This report is an optional research tool.
- This report identifies the interface errors (items that failed to interface successfully to OGB from LaGov HCM).
- Once a record fails the interface, unless a change is made in HCM, the record will not be resubmitted.
- If the error is in OGB's system, manual entry into that system is necessary.
- This report is static and updates will not be reflected.
  - To verify corrections/updates review the daily reconciliation report or
  - Review records in eEnrollment.

ZP256
OGB Interface Error Report

- Agencies *can* run this report the day after entry into HCM to identify and correct errors.

- If you are unable to identify a reason for the error after verifying the information in OGB and HCM, please submit a LaGov HCM help desk ticket.

- See an example on the following slide.

ZP256
OGB Interface Error Report

- See Online Help Script for more details regarding OGB error messages.

Error File D...	Per Area	Per Num	Last Name	First Name	MidNm	Date of Birth	DOD	Error Text	Err Cde	Error Record	Network	Product	Plan	F
04/18/2018	30	30		DRA		04/15/1991		Retro-active changes no allowed without QLE		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	85				05/05/1992		Record Termed By OGB. Unable to Chg Term Date		Life	LIFE	LIFE	SUPP	
04/18/2018	30	97	MAN			04/04/1992		Change Made Outside of Valid Date Range for QLE		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	70	JR	N		10/23/1991		Retro-active changes no allowed without QLE		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	05		RA		11/10/1991		Retro-active changes no allowed without QLE		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	22		THY		06/24/1955		Active OGB Enrollment Record Not Found On 834		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	22		THY		06/24/1955		Active OGB Enrollment Record Not Found On 834		Life	LIFE	LIFE	SUPP	
04/18/2018	30	22		ANY		05/23/1992		Active OGB Enrollment Record Not Found On 834		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	22		ANY		05/23/1992		Active OGB Enrollment Record Not Found On 834		Life	LIFE	LIFE	SUPP	
04/18/2018	30	22				11/22/2013		Active OGB Enrollment Record Not Found On 834		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	22				11/22/2013		Active OGB Enrollment Record Not Found On 834		Life	LIFE	LIFE	SUPP	
04/18/2018	30	22				04/02/1946		Active OGB Enrollment Record Not Found On 834		Health	BLUE	MAGNO	PLUS	
04/18/2018	30	22				04/02/1946		Active OGB Enrollment Record Not Found On 834		Life	LIFE	LIFE	SUPP	
04/18/2018	30	22	THY			06/24/1955		Sent Salary Eff Date < Current Salary Eff Date		Salary				

ZP255

Plan Participation Report

- Displays current health/life benefits enrollment.
  - Can be used to verify plans for employees when transferring agencies.
    - Signature line appears when printed. (*replaces ZP165*)
- Use this report to confirm existing payroll deductions in HCM.
- See online help for more information about the report.

Pers.area	PersNo.	Last name	First name	Plan	Plan Text	Option	PreAmt	PosAmt	Start Date	End Date	Personnel Area Text	Eligible on	Particip.date	Org. Unit	Org.Unit Short Text
	66		ws	1AC0	EC_PELICAN HRA 1000		75.98	0.00	09/01/2017	12/31/9999	DVA-Dept of Veterans Affairs	09/01/2017	09/01/2017	50020885	CLAIMS/VET BENEFITS
			ws	BLIF	BASIC LIFE (OGB) - FLEX	BASC	0.25	0.00	09/01/2017	12/31/9999	DVA-Dept of Veterans Affairs	09/01/2017	09/01/2017	50020885	CLAIMS/VET BENEFITS
			ws	DBLF	DEPEND BASIC PLAN - ATAX	DLOW	0.00	0.52	09/01/2017	12/31/9999	DVA-Dept of Veterans Affairs	09/01/2017	09/01/2017	50020885	CLAIMS/VET BENEFITS

ZP257
OGB/OTS Reconciliation Report – COMING SOON!!

- Recon automation coming soon
  - Until available, ZP272 will display weekly recon discrepancies from manual research.
- Compares plan related data in LaGov HCM to plan data in OGB's system, such as:
  - Plan Names
  - Level of Coverage
  - Dependent Information

ZP257
OGB/OTS Reconciliation Report – COMING SOON!!

- Resolved items will not be on the next recon report.

- Unresolved items will remain on the recon until corrected.

	Pers.area		Pers...	Employee/app.name	SSN	TA	Org Unit	Recon Dif
	30		50	N	635	209	ELMHS/NURS/SEC	OGB/LaGov Cov Level Diff
	60		68	NDA	591	1	FSA3-ES-LAF-ACADIA	Record Missing From LaGov
	30		61	IK	954	209	ELMHS/NURS/SEC	Record Missing From OGB
	60		51	RA	778	332	CWA3-BR-EBR-CPI	Record Missing From LaGov
	60		41	KA	625	35	FSA1-ES-NO-MIDTOWN	ON LaGov NOT ON OGB
	60		41	KA	625	35	FSA1-ES-NO-MIDTOWN	ON LaGov NOT ON OGB
	60		49	Y	675	341	CWA1-NO-WESTJEF-CPI	ON LaGov NOT ON OGB

ZP269
Annual Enrollment EE Records

- Displays elections made by *active employees in LEO during Annual Enrollment, such as:
  - New coverage elections
  - Waived coverage
  - Added Dependents
- Displays staged records indicated by colored status lights that require HR intervention.
- Report can be filtered by colored indicators.

*Active does not include rehired retirees; manual change is made by the agency.

ZP269
Annual Enrollment EE Records

- Agency's can change the light color on the exception field to indicate HR has made the correction or entered the change after being staged.

- This report is static and only the light color can be changed in the exception field.

Other Information

- The LaGov HCM Help Desk does not have access to OGB Billing Reports.
  - The HCM Help Desk can help you research data in the payroll system.
    - Useful HCM tools:
      - ZP64, Employee Wage Type Results Report
      - ZF80, Agency's OGB Financial Report
      - Individual Infotype records
- If HCM has an error, you will be required to supply changes needed to correct the payroll system. EX: dates, costing, wage types, amounts, etc.

Other Information

- Monitoring Report Help
  - Before you contact the LaGov HCM Help Desk for assistance:
    - Please verify that the plan, plan level, and rate in HCM matches eEnrollment.
    - If the two systems do not match, verify the employee's GB-01 to confirm the election.
    - If it has been determined that HCM is incorrect, please send the specific correction you are requesting. Be sure to include start/end dates, plan types, wage types, amounts, and personnel numbers.

Other Information

- Monitoring Report Help, Continued
  - Be prepared to submit supporting documentation and research
  - Current Payroll Processing is Priority
    - Do not submit monitoring report tickets on Payroll Fridays or Payroll Mondays for a past pay period
    - Past monitoring report research is conducted as time presents

Other Information

- Annual Enrollment in LEO
  - Employees must have an active IT0171, General Benefits Information, record
  - If coverage is waived by the employee through LEO, the employee can no longer make an election and must contact their HR office.
  - If the employee is using a public computer, they must logout of LEO and close ALL browser sessions. Not doing so will allow the next user to change elections on the previous user.
  - Rehired Retirees must have a Location Code of 92 on their current IT0001 to prevent enrollment in LEO.

Other Information

- Reconciliation
  - If a record is created by OGB in their system, you must verify that the payroll system matches the change.
    - If not, make the corrections is HCM.
    - There is no interface from OGB to HCM.
- Off-sets for Arrears
  - If you are uncertain about creating an off-set for health insurance arrears, contact the LaGov HCM Help Desk for guidance.

Other Information

- Coming Soon!
  - Anytime health / life insurance enrollment through LEO
    - Onboarding
    - New Hires / Rehires
    - QLE

Questions?